



**IDAHO NATIONAL GUARD
JOINT FORCE HEADQUARTERS
4040 WEST GUARD ST., BLDG 600
BOISE, IDAHO 83705-5004**



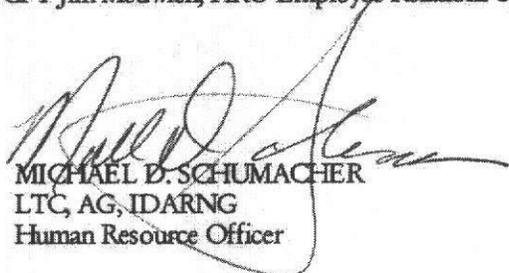
J1/HR

12 August 2008

MEMORANDUM FOR Idaho National Guard Federal Technicians

SUBJECT: 5 Days Excused Absence for Federal Employees Returning from Active Duty

1. On November 14, 2003, President George W. Bush directed the heads of agencies to grant Federal employees who are returning from active duty 5 days of excused absence from their civilian duties. The intent of the President's memorandum is to grant 5 days of paid time off to employees when they return from active military service in support of Operation Iraqi Freedom, Operation Enduring Freedom, Noble Eagle, or any other military operation subsequently established under Executive Order 13223.
2. Upon receiving notification from a Federal technician of his or her intent to return to civilian duty on a specific date, the technician will be granted 5 days of excused absence immediately prior to the actual resumption of his or her duties. The commencement of the 5 days of excused absence represents a return to Federal civilian employment, and the employee is obligated to report for work at the end of the 5-day period.
3. The Federal technician is entitled to 5-days of excused absence for each time he or she has been called to active duty in support of the Global War on Terrorism or military operation as stated above.
4. If the technician had already returned to Federal civilian service and is entitled to another 5 days of excused absence, he or she may take the 5 days of excused absence at a time mutually agreeable to the employee and the agency.
5. To exercise this entitlement, an eligible technician must submit an OPM Form 71, Request for Leave or Approved Absence, AND a copy of his or her military order which identifies the qualifying military operation to his or her supervisor. The days must be taken consecutively.
6. For questions regarding this matter please contact CPT Jim Medwick, HRO Employee Relations Specialist, at 272-4224.


MICHAEL D. SCHUMACHER
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Human Resource Officer